

2017 Pregnancy Disability - Frequently Asked Questions

1. How do I report a pregnancy disability claim to Liberty Mutual?

You can file a claim in one of the following:

- Online at: mylibertyconnection.com (if registering for the first time, use code: UNIVERSITY);
- Contact Liberty Mutual at (800) 838-4461; or
- Fax the **Liberty Mutual Disability Claim Form** to (877) 664-7264

** The Liberty Mutual Disability Claim Form can be found in both English and Spanish on the blink page: <http://blink.ucsd.edu/HR/benefits/disability/#The-disability-benefits-applica>

- Completing a Liberty Mutual Disability Claim Form for pregnancy:
 - “Date Injury” use estimated due date
 - “Date First Treated” use first doctor appointment
 - “Date Last Worked” use estimated last day of work
 - “Date Returned to Work” use estimated date or date range of 6-8 weeks from estimated delivery date
 - For “Wages, Salary or Separation Pay” select Yes (and make note that this is for the 22 mandatory sick days); can leave “Amount” blank
 - “Date Began” should be start of sick leave, “Date Ceased” should be end of sick leave, can leave “Date Income Applied for” blank
 - For “voluntary federal/state income tax” section, leave this blank as they will work with UC HR
 - Sign and date form even if there are parts that are incomplete because it is just a start to get the claim going and will be completed and updated later
 - Sign and Date release forms, leave “Claim No.” blank, for “Return to” use Liberty Mutual since a case worker hasn’t been assigned yet
 - Complete and submit “Attending Physicians Statement”

2. Do I need to report my need for disability to my HR Contact as well?

Yes, as soon as you’re aware of your need for disability, speak with your Department HR Contact. Your HR Contact will update your status in the Payroll Personnel System (PPS) to assure continuity of a source of income and can also explain your rights and responsibilities as related to the Family Medical Leave Act (FMLA) or other possible leave options.

3. What happens to my payroll deductions while I’m on disability?

The PPS update to reflect your *Unpaid Leave of Absence (LOA) Status* triggers Payroll to send you a letter titled: DIRECT PAYMENT OF INSURANCE PREMIUMS WHILE ON APPROVED LEAVE. This letter will provide detailed information regarding your benefits, premiums, and any amounts you may be required to pay. For specific questions regarding insurance premiums, please contact the Payroll team at (858) 534-2270.

4. Will I receive a disability check from Liberty Mutual for the full duration of baby bonding time?

No, in general Liberty Mutual defines the period of disability as 6-8 weeks from birth, based on the type of delivery. You may be eligible to receive a check from Liberty Mutual during this timeframe; however, you would need to use any accrued sick or vacation time for additional leave. If your accrued time balance is exhausted, your leave is unpaid.

5. If I need to medically extend my pregnancy leave past the standard maternity leave periods will I earn my full wage while on disability? How long will I be eligible for disability?

While on disability you are eligible for a portion of your typical earnings for a finite period of time. Please reference the table for an estimate.

	Benefits Paid	Max Benefit Period
Basic Short-Term Disability	<ul style="list-style-type: none"> ▪ 55% ▪ \$800/month max benefit 	24 Weeks
Voluntary Short-Term Disability (VSTD)	<ul style="list-style-type: none"> ▪ 60% ▪ \$15,000/month max benefit 	24 weeks

6. Will I continue to have health coverage while on disability?

Yes, health coverage will continue with UC paying its portion of the premium for a finite period of time; however, if your leave extends beyond the outlined timeframe(s) you may be responsible for paying the full premium (both your and UC's portion) to have continued coverage.

	Max Benefit Period (UC Portion Paid)	Employee Responsible for Full Premium
Pregnancy Disability Leave *Medical, Dental, Vision	Up to 4 months	Consult with Employee Relations Specialist
Basic STD or VSTD *Medical Coverage	24 weeks	At week 25
Basic STD or VSTD *Vision & Dental **FML Eligible	12 weeks	At week 13
Basic STD or VSTD *Vision & Dental **Not FML Eligible	Only when receiving a check from UC	When no longer receiving a check from UC

***If you exhaust your accrued time balances and have not yet met your waiting period, meaning you are not receiving a check from UC or Liberty Mutual, you are responsible for paying both your portion and UC's portion of your premiums for health, dental, and vision coverage. Once your waiting period is met and Liberty Mutual starts paying a disability benefit, you will have medical coverage for up to 26 weeks during which UC will contribute the employer portion of the premium.*

7. As the spouse, how much time can I take off for the birth of a child?

If you are not represented by a collective bargaining agreement, you may take up to 30 days of sick leave. If you are represented by a collective bargaining agreement, please refer to the language in your respective agreement. Collective bargaining agreement language can be found at <http://blink.ucsd.edu/go/cbu>.

2017 Pregnancy Disability Information Sheet

PRIOR TO CHILDBIRTH	
<input type="checkbox"/>	Notify your supervisor and HR contact of your anticipated need for leave.
<input type="checkbox"/>	Review with your HR contact eligibility for and amount of time you can take under Family Medical Leave (FML), California Family Rights Act (CFRA), and Pregnancy Disability Leave (PDL). Complete and return appropriate forms to HR contact.
<input type="checkbox"/>	Review the Pregnancy, Newborn Child and Adopted Child Factsheet: http://ucnet.universityofcalifornia.edu/forms/pdf/pregnancy-newborn-child-and-adopted-child.pdf
<input type="checkbox"/>	Consider attending the Pregnancy Disability and Related Benefits and Leaves Workshop. Register for the workshop through UC Learning: https://uclearning.ucsd.edu
<input type="checkbox"/>	Review your accrued paid sick, vacation and comp time and determine how much time you can reasonably afford to take based on your financial situation.
<input type="checkbox"/>	Liberty Mutual will pay disability benefits for a portion of your maternity leave. File a disability claim 4-6 weeks prior to expected delivery date. Liberty Mutual will recognize a disability period beginning up to two weeks before your estimated due date and ending six weeks following delivery or eight weeks after a C-section. Longer periods of disability may be covered if the baby is late or if there are medical complications.
<input type="checkbox"/>	If you have medical limitations and need workplace accommodations in order to stay-at-work before taking leave, contact DisAbility Counseling & Consulting 858-534-6744, hrdcc@ucsd.edu for information.

WHILE ON MATERNITY LEAVE	
<input type="checkbox"/>	Notify Liberty Mutual of delivery date and type of delivery.
<input type="checkbox"/>	Notify HR Contact of delivery date.
<input type="checkbox"/>	If applicable, add your new dependent to your health and welfare benefits plans by completing the UPAY 850 Form within 31 days of birth. http://ucnet.universityofcalifornia.edu/forms/pdf/upay-850.pdf
<input type="checkbox"/>	If you need to medically extend your pregnancy leave submit a written note from your treating healthcare provider stating the duration of the extension to your HR Contact, and Liberty Mutual and communicate extension to your supervisor.

RETURNING FROM MATERNITY LEAVE	
<input type="checkbox"/>	If you have medical limitations and need workplace accommodations in order to return-to-work, contact DisAbility Counseling & Consulting 858-534-6744, hrdcc@ucsd.edu for information.
<input type="checkbox"/>	Communicate with your supervisor and HR Contact regarding your return to work date and provide return-to-work certification if instructed by your HR Contact.
<input type="checkbox"/>	Re-enroll in any benefits that were cancelled or discontinued during your disability leave. This must be completed within 31 days of your return-to-work using the UPAY 850 Form. http://ucnet.universityofcalifornia.edu/forms/pdf/upay-850.pdf
<input type="checkbox"/>	Re-activate any other payroll deductions you previously cancelled or suspended during your disability leave.
<input type="checkbox"/>	If you plan to breastfeed, review the Lactation Accommodation page for facilities and services: http://blink.ucsd.edu/HR/services/support/family/expectant/lactation/index.html

Important Numbers to Know

Benefits: (858) 534-2816

DisAbility Counseling & Consulting: (858) 534-6744

Employee Relations: (858) 534-4115

Faculty and Staff Assistance Program: (858) 534-5509

Liberty Mutual: (800) 838-4461

Payroll: (858) 534-3247

Women's Center: (858) 822-0074

Useful Blink Pages:

Resources for Expectant Parents: <http://blink.ucsd.edu/HR/services/support/family/expectant/index.html>

Your Disability Benefits: <http://blink.ucsd.edu/HR/benefits/disability/>